



Minerva
Learning Trust

Nursery Admissions and Funding Entitlement Policy

2027-28



Date first published	September 2024
Version	2
Cycle	Annual
Date Approved by Trust Board	September 2025
Review date	September 2026

Contents

Version Control.....	1
1. When will my child start Nursery?	2
2. Our Nursery	2
3. Funding Criteria	2
4. Procedures and Practice.....	2
5. Our Sessions.....	2
6. Additional Fees.....	3
7. Early Years Pupil Premium.....	3
8. Further Information	3
9. Liability.....	3
10. Agreement.....	4
11. Monitoring and Evaluation.....	4
12. Equality Impact Assessment	4

Version Control

Version 2 – changes to dates for the academic year covered in the policy.

1. When will my child start Nursery?

Nursery funding begins for the term **after** your child turns three years old. Therefore, they would start in:

September - For children born between 1st April and 31st August

January – For children born between 1st September and 31st December

April – For children born between 1st January and 31st March

2. Our Nursery

2.1 **Barrow Hill Primary Academy** currently has term time provision for **12** places.

2.2 Admission to Nursery is subject to an application being made with the completion of a Nursery admission pack, FE1 funding form and places being available.

3. Funding Criteria

3.1 Early Years Entitlement – 15 Hours

Early Years Entitlement funding is available for ALL 3 and 4-year-olds from the term following their third birthday.

4. Procedures and Practice

4.1 Each child is offered 15 hours over 5 days per week (term-time only) of funded nursery education.

The 15 hours are offered over 5 **afternoon sessions of 3 hours**.

5. Our Sessions

Parents/carers will be allocated an **afternoon session each day for their child to attend the nursery provision**. The **afternoon session times available for your child are detailed below**:

Afternoon Teaching Session

12.15pm – 3.15pm

6. Additional Fees

On the occasion that **Barrow Hill Primary Academy** has to provide sundry items such as nappies / wipes / nappy bags these items will be charged.

Trips organised by **Barrow Hill Primary Academy** for the enhancement of the curriculum will be arranged under the **Barrow Hill Primary Academy's** Trips and Visit Policy and these will be charged accordingly to cover any entrance fees/ coach travel / insurance etc. Full details of costings and information for these events will be shared with parents/ carers at the time.

7. Early Years Pupil Premium

Since April 2015, we have been able to claim extra Government Funding for some of our children known as Early Years Pupil Premium.

We currently use this funding to provide extra staffing, training and resources.

All parents will be asked to complete an Early Years Pupil Premium eligibility form as part of their child's admission pack. Children who are eligible for Early Years Pupil Premium will be offered additional support.

8. Further Information

Any planned INSET Days are classed as a normal school day, i.e. if an INSET Day falls on your child's normal day, alternative arrangements will need to be organised for that day.

Parents/Carers have a choice whether they accept the place they are offered.

9. Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of your child to the Nursery for any reason, this applies to absence due to sickness or holidays. We accept no responsibility for children whilst in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents' property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

We will make reasonable endeavours to keep parents and / or children's property in good order.

10. Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

We reserve the right to update / amend these Terms and Conditions at any time. one months' notice will be given of any changes made.

11. Monitoring and Evaluation

The Trust Board will monitor the outcomes and impact of the Nursery Admission and Funding Policy process on a regular basis through reports from senior leaders and consider evidence collated about the completion of the process, development accessed, equality impact and evaluation of impact on the delivery of services.

12. Equality Impact Assessment

The Trust will carry out Equality Impact Assessments in order to ensure that policies, procedures and practices cater for individuals who share protected characteristics in relation to the Equality Act 2010. The purpose of these assessments is to ensure that all policies, procedures and practices within the organisation are fair to all. If unfairness is highlighted, the assessment will also seek to show how this can be changed and, where it can't be changed, how it can be improved.